

Request One-Time Payment –R&R for a Worker’s Additional Position

03.25.2015

When *Additional Position* is selected for ‘Position,’ a payroll cost center code must be entered in the Costings Override Worktags field on the next window.

Request One-Time Payment

For more information please review the R&R policy at: http://wdrs.fnal.gov/section/guidelines_reward.pdf

Please provide justification including the criteria met and the achievement (see policy link above) for your box including which criteria number is met.

Less

Effective Date

★ 03/12/2015

Employee

★ James Bond (300979)

Position

★ search

One-Time Payment Plan

★ search

search

Scientist II

Scientist II (+)

NOTE: R&R Processing Dates – Checks are due the third Friday of the month. They are processed the Wednesday before that. If approvals are not in FermiWorks that Wednesday morning, the check will be processed the next month.

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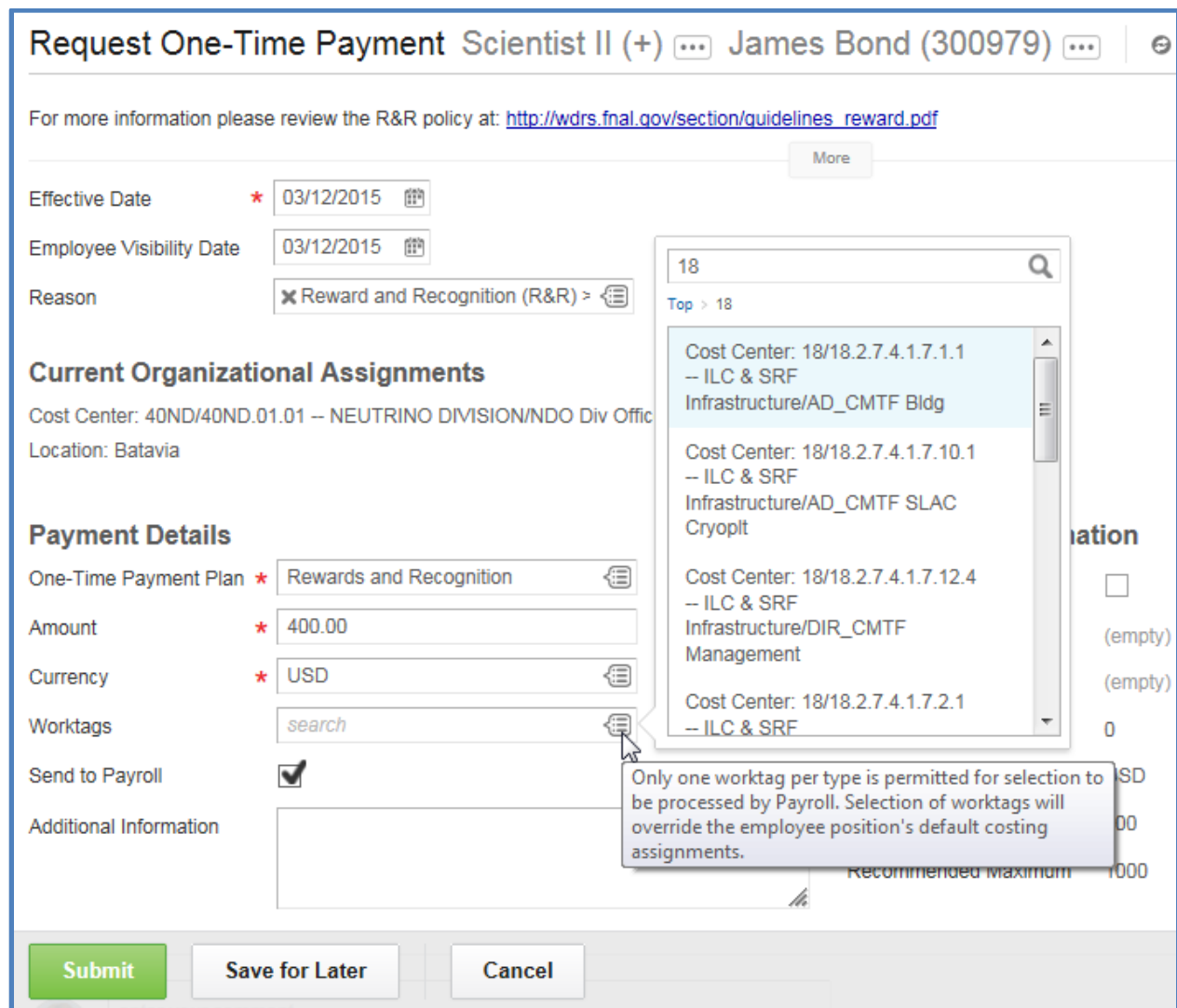
03.25.2015

For workers with only one position the payroll cost center that will be charged for this payment displays under the Current Organizational Assignments section.

For workers with more than one position at the lab, if the ‘Additional Position’ is selected as displayed above, the payroll cost center to charge must be entered in the Costing Override Worktags field.

In the **Worktags** field, click Prompt > Cost Center.

Enter the first two numbers of the payroll cost center to select the appropriate payroll cost center from the pick list. This is the payroll cost center who will be charged for this payment.



Request One-Time Payment Scientist II (+) ... James Bond (300979) ...

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Effective Date * 03/12/2015

Employee Visibility Date 03/12/2015

Reason x Reward and Recognition (R&R) >

Current Organizational Assignments

Cost Center: 40ND/40ND.01.01 -- NEUTRINO DIVISION/NDO Div Office

Location: Batavia

Payment Details

One-Time Payment Plan * Rewards and Recognition

Amount * 400.00

Currency * USD

Worktags search

Send to Payroll ☒

Additional Information

Cost Center: 18/18.2.7.4.1.7.1.1
-- ILC & SRF
Infrastructure/AD_CMTF Bldg

Cost Center: 18/18.2.7.4.1.7.10.1
-- ILC & SRF
Infrastructure/AD_CMTF SLAC
Cryptit

Cost Center: 18/18.2.7.4.1.7.12.4
-- ILC & SRF
Infrastructure/DIR_CMTF
Management

Cost Center: 18/18.2.7.4.1.7.2.1
-- ILC & SRF

Only one worktag per type is permitted for selection to be processed by Payroll. Selection of worktags will override the employee position's default costing assignments.

Submit Save for Later Cancel

Enter the justification for the bonus in the **Additional Information** field.

Click **Submit**.